

CITI Program Courses

- **VA Human Subjects Protection**
 - This course is mandatory for IRB members and all personnel who are conducting VA human studies research, including those who are not employed by the VA.
 - Completion of a similar course at an outside institution (e.g., an academic affiliate) is not transferable.
 - Initial Training. Eight modules in the Basic course must be completed prior to beginning research activities (**2 required modules** and a choice of **6 elective modules** from a list of 16).
 - Refresher Training. The refresher course is required every three years. Eight modules must be completed: **2 required modules** and a choice of **6 elective modules** from a list of 30.

- **Working with the Institutional Animal Care and Use Committee (IACUC)**
 - This course is mandatory for all personnel who utilize laboratory animals for research, testing, or teaching if their use of animals is (a) on VA property, (b) purchased with VA funds, or (c) used while on a VA tour of duty but not on VA property. The Refresher course is required every two years.
 - **Animal-Specific Training**: A module for each species utilized in your animal research activities must also be completed every two years. The specific courses required related to animal research are dependent upon the role of the staff member and the particular type of animal research being conducted:

ANIMAL	COURSE
Mouse	<i>Working with Mice in Research Settings</i>
Rat	<i>Working with Rats in Research Settings</i>
Rabbit	<i>Working with Rabbits in Research Settings</i>
Dog	<i>Working with Dogs in Research Settings</i>
Swine	<i>Working with Swine in Research Settings</i>
Nonhuman primate	<i>Working with Nonhuman Primates in Research Settings</i>

- **Essentials for IACUC Members**
 - This course is required for members of the Institutional Animal Care and Use Committee every two years.
- **Introduction to VA Biosecurity Concepts**
 - This one-time course is mandatory for all researchers who need access to the Research Laboratory areas.
- **Shipping Regulated Biological Materials**
 - This course (or alternative courses that are available in TMS) is required every three years for all staff who are packaging and shipping biological specimens.

All courses can be accessed at www.citiprogram.org

INSTRUCTIONS FOR COMPLETION

Log into the CITI Program site: www.citiprogram.org

If you have not taken a VA-specific CITI training course before:

1. Click on "Create an Account" and enter **VA Minneapolis** in the "Search for Organization" field. Hit "Enter" and then click the "Continue to Step 2" button.
2. Enter information into the required fields (marked with a red asterisk) and submit this information.
3. You will then be asked a series of questions. Your answers to the questions will determine which course(s) you are required to complete.
4. At the "Learners Menu" page under the "My Courses" heading, click on the link. This will take you to the training modules.
5. Complete each module in order, and complete the short quiz at the end of each module. You do not need to complete the training in one sitting. You may log out and log back in at a later time. If you choose to take a break, when you log back in to complete the course, you will be taken back to the "Learners Menu" page. Click on the link under the "My Courses" heading.
6. For each course, you must get 80% of the questions correct. At the end of each module, you can click on the next module to continue or go to the gradebook, view your current status, and (if necessary) re-review the module. You may take each quiz as often as necessary; the highest score is the one that will show up on the "gradebook."

If you have previously taken a CITI training course:

1. Enter your old user name and password. If you have forgotten your user name or password, click on "Forgot username or password?" in the menu at the left hand side of your computer screen.
2. At the "Learners Menu" page under the "My Courses" heading, click on the link. This will take you to the training modules.
3. For each course, you must get 80% of the questions correct. At the end of each module, you can click on the next module to continue or go to the gradebook, view your current status, and (if necessary) re-review the module. You may take each quiz as often as necessary; the highest score is the one that will show up on the "gradebook."